Purpose

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Manager Self-Service (MSS) is a single access point for Managers (or Supervisors) to find employee information and perform managerial tasks.

MSS users must hold a Chief Position in their department (e.g. Organizational Unit) and will only have access to their direct reporting employees.

The **Attendance Overview** service is located on the *Team Overview* page in MSS. Managers will use the **Attendance Overview** to display the current day's attendances and absences.   Managers can use this as a "quick view" to see who is off that day.

Trigger

Use this service in Manager Self-Service (MSS) to display the Attendance Overview and monitor attendances and absences for the current day.

Prerequisites

- A MySCEmployee portal user ID.
- MSS users must hold the chief position in their department (organizational unit).
- MSS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➜ MSS ➜ My Team ➜ Team Overview ➜ Attendance Overview

Transaction Code

MSS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.
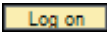
Procedure

1. Start all MSS application by logging on to the MySCEmployee Portal:

2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button [Log on].

> After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.

> When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

5. Click the **Manager Self-Service** tab [Manager Self-Service] .

 MSS users will be defaulted to the **'Tasks and Alerts'** page.

6. Go to the 'Detailed Navigation' on the left section of the screen. Navigate to the **Attendance Overview** by expanding the folders down the tree structure.
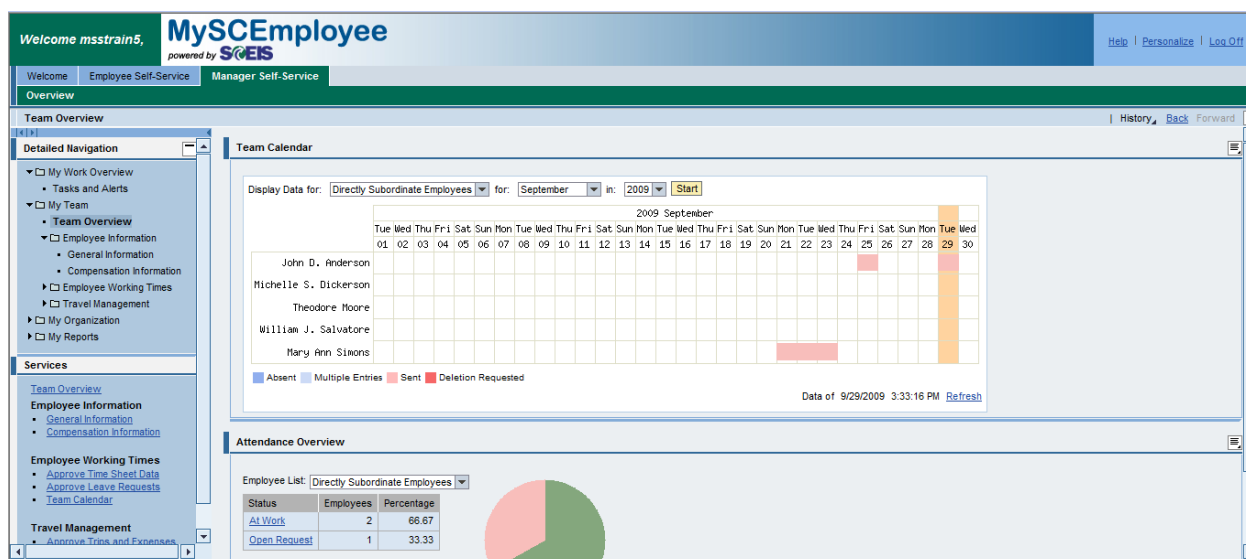
7.   Scroll to the bottom of the page to the **Attendance Overview**:

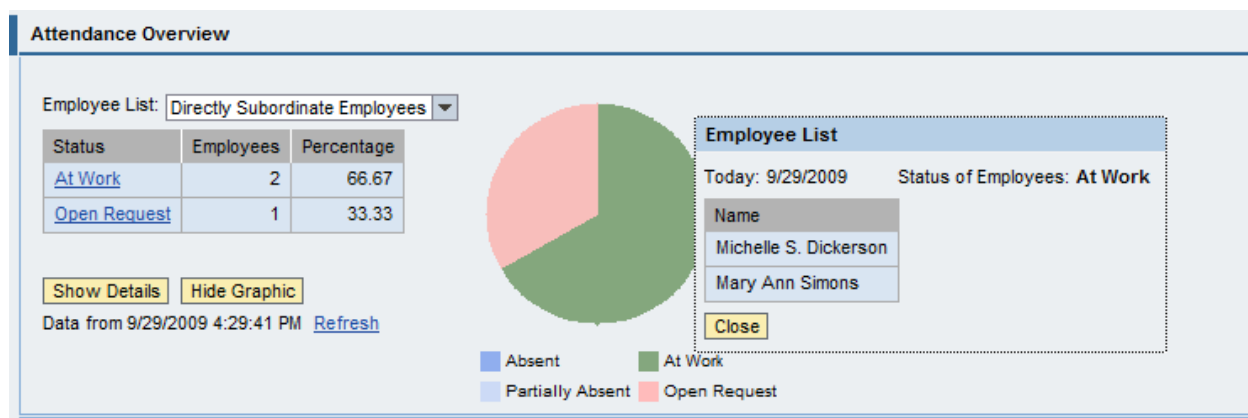The **Attendance Overview** displays a pie chart with the current days attendances and absences. The table to the left will list the types of attendances or absences for the day. For more detail, click the applicable link. For example, click At Work . The detail will be displayed to the right:

8.   The **Attendance Overview** uses the following color code:

Color / Code	Notes
Green - At Work	**At Work** - Represents the employees who are at work (not scheduled off).
Blue - Absent	**Absent** - Represents the employees who are scheduled off.
Light Blue - Partially Absent	**Multiple Entries** - Represents the employees who have more than one absence type planned for the day (e.g 4 hours Annual Leave and 4 hours Comp Time).
Pink - Open Request	**Open Request** - Represents the employees who have a pending leave request for the day (not yet approved or rejected).

Result

You have displayed the **Attendance Overview** for your employees.